

MCRC FROST CALL 016-03 DATED 7 MARCH 2003

From: Commanding General, Marine Corps Recruiting Command

Subj: ADDITIONAL ADMINISTRATIVE GUIDANCE VERIFYING SF-86/
EPSQ SUBMISSION PROCEDURES

Ref: (a) MCRC Frost Call 012-03 dated 8 January 2003
(b) HQMC(AR) and MCRC Meeting of 6 March 2003

1. Purpose. To notify all levels within the Marine Corps Recruiting Command, of the additional procedural submission guidance for the SF-86/EPSQ to DSS.

2. Background. Reference (a), outlines the Electronic Personnel Security Questionnaire (SF-86/EPSQ) for all recruits whose program and/or reserve MOS requires a clearance. Reference (b) addressed some of the following situations:

a. SF-86/EPSQ has been submitted on recruits who did not require clearances for their program or reserve MOS.

b. SF-86/EPSQ has been submitted on recruits, who did require clearance investigations, but the wrong level of investigation (**NAC vice NACLC**) was annotated.

c. SF-86/EPSQ has been submitted on recruits who did, require clearance investigations, NACLC were requested but there was no annotation for a clearance level.

3. Information. The above scenarios are administrative errors that, waste valuable time by elongating the T2P2 pipeline, eventually require re-submission of the SF-86/EPSQ to correct the situations, and are very costly in dollars, since all investigations are paid for by DoN and Marine Corps funds. To request an investigation when not required by program or reserve MOS, causes funds to be spent that are not anticipated. Also, to request an investigation without selecting a clearance level slows down an already time sensitive investigation and adjudication process.

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4. Action. The following action will be taken:

a. Recruiting Stations. Effective immediately **ALL** Security Officers (MEPS LNCO) submitting SF-86/EPSQ will print off and verify the following from the National Agency Check Security Information sheet **prior to transmitting to DSS:**


- (1) Block 2. Type of Investigation.
NACLC - Military (8)
- (2) Block 6. Reason for Request.
Enlistment
Secret
Personal Reliability Program (PRP) (UV/UW Only)

b. Recruit Liaison Interviewers. Effectively immediately, will verify the National Agency Check Security Information sheet is attached to the SF-86/EPSQ contained in the SRB, for those recruits whose program/reserve MOS require clearance, that it is annotated as follows:

- (1) Block 2. Type of Investigation.
NACLC - Military (8)
- (2) Block 6. Reason for Request.
Enlistment
Secret
Personal Reliability Program (PRP) (UV/UW Only)

Any deviation to above, i.e. Block 2: NAC - Military (1) vice NACLC Military (8), or Block 6: Enlistment vice Enlistment, Secret, Personal Reliability Program (PRP) for UV/UW only, notify the submitting MEPS LNCO to modify, validate, and retransmit the SF-86/EPSQ and Security Information sheet to DSS immediately. Provide new receipt after resubmission to RLS.

5. Point of contact is M. J. Styka, at MCRC G-3, commercial (703) 784-9405 or DSN 278-9405.


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By direction